



**DRAFT - MINUTES OF THE LYDNEY TOWN COUNCIL MEETING
HELD IN THE COUNCIL CHAMBERS, CLAREMOUNT HOUSE ON
MEETING OF THE COUNCIL MONDAY 13TH OCTOBER 2025**

Start 7.00pm

Present: Cllr T Saunders (Chair)
Cllr C Harris
Cllr S Hillier
Cllr R Holmes (Vice Chair)
Cllr S Holmes
Cllr M Howard
Cllr M Jones
Cllr P Johns
Cllr T Lindsay

In attendance: M Greenfield (Clerk)
L Bendall (Assistant Clerk – Minute Taker)

Members of the Public: Four members of the public and District Cllr A McDermid

Councillor Saunders welcomed all present and gave the usual 'housekeeping' announcements.

Open Forum

Mayor, Cllr Saunders, presented Lance Corporal Addis, Army Cadet with the Mayor's Cadet Badge and Certificate. Lance Corporal Addis will be invited, along with existing Mayor's Cadets, to accompany the mayor at up-and -coming civic events over the year. Council extends their congratulations to Lance Corporal Addis on their achievements.

1. APOLOGIES

Apologies were received and noted from Cllrs Cave, Macklin and Taylor

2. DECLARATION OF INTERESTS

To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with Lydney Town Council's current Code of Conduct in respect of Members.

Cllrs Saunders and Lindsay declared a non-pecuniary interest in Agenda Item 5.1(b) relating to Service Level Agreement payments to Lydney Town Hall.

3. MINUTES

To consider approving as a correct record the minutes of the Meeting of the Council held on Monday 8th September 2025.

It was proposed and seconded that the Meeting of the Council minutes held on Monday 8th September 2025 be accepted as read and correct.

Resolved: Unanimously Approved

Cllr R Holmes apologised for the outstanding report referenced at the previous Council meeting and advised that it will be presented at next month's meeting.

4. **REPORTS**

To receive urgent reports from Members of the Town, District and County Councils
County Council Reports

Cllr Howard gave a verbal report and in summary:

- £20,000 funding is available to support local organisations and Cllr Howard will share this amongst local groups.
- Cllr Howard has been in contact with Dean Forest Railway to try and obtain an update on the repair work to the cast iron bridge.
- Cllr Howard is waiting an update from Glos Constabulary in relation to the damage sustained to Newerne Street Bridge.

District Council Reports

Cllr McDermid gave a verbal report and in summary:

- Correspondence has been received in relation to a planning application for 62 dwellings on land at Highfield Road. Chair of Planning & Highways confirmed that the application had been received and discussed by the committee who have objected to the development under considerations of Highway Safety and Tree & Wildlife/Nature conservation. Cllr McDermid advised that he is a member of FoDDC Planning Department and as he is a ward member is can be involved in debates but unable to cast a vote.
- Cllr McDermid has been scrutinising the Storm Overflow Map (Sever Trent) <https://www.stwater.co.uk/in-my-area/storm-overflow-map/> and has raised with Severn Trent why sewage overflows are occurring when there has been no storms. Cllr McDermid has also corresponded with both the EA and local MP on this matter. Severn Trent are attending a FoDDC Scrutiny Meeting on 30th October.

Cllr Saunders thanked Cllr McDermid for the update and for his continued work on this.

Town Council Reports

No urgent reports received

5. **FINANCIAL MATTERS / RFO REPORT**

5.1 **Payments**

- (a) To consider and decide to approve accounts for payment as detailed by the RFO

Chair proposed for payments totalling £6,361.30 be approved

Resolved: Unanimously Approved

A comment was made on recent Budget Training some councillors had attended, Clerk confirmed that feedback had been provided to the course trainer.

- (b) To consider and decide on the electronic transfers to Lydney Town Hall & Lydney Community Centre

It was proposed and seconded for electronic transfers to Lydney Town Hall and Lydney Community Centre be approved

Resolved: Majority Approved

Clerk advised that the current Service Level Agreements (SLA) will finish at the end of the financial year unless new SLAs are agreed by Finance & Scrutiny.

- (c) To consider and decide on the electronic transfers to Bathurst Park & Recreation Trust and Lydney Recreation Trust

It was proposed and seconded for electronic transfers to Bathurst Park & Recreation Trust and Lydney Recreation Trust be approved

Resolved: Majority Approved

5.2 Income and Expenditure Reports/ Earmarked Reserves/ Bank Reconciliations for 30.09.25 and Cashbook Statement for 30.09.25 to 07.10.25

To receive and approve the above financial

Chair proposed for the Income and Expenditure Reports, Earmarked Reserves and Bank Reconciliations for 30.09.25 and Cashbook Statements for 30.09.25 to 07.10.25 be approved.

Resolved: Unanimously Approved

It was reiterated that the Cashbook Statements provided the same information as the Bank Statements. Bank Statements are still available for councillors to view but are no longer part of the financial paperwork provided every month.

5.3 Direct Debit Card Report

To note the Direct Debit Card reports for September 2025

Noted

5.4 Electronic Payment for VAT

To consider and decide on the electronic Vat Transfer to Bathurst Park & Recreation Trust & Lydney Recreation Trust

It was proposed and seconded for electronic VAT transfers to Bathurst Park & Recreation Trust and Lydney Recreation Trust be approved

Resolved: Majority Approved

6. TOWN CLERK'S REPORT

To receive an update from the Town Clerk & to note the Market Towns Officer Report
Town Clerk's report received and noted.

Cllr S Holmes queried that at a previous meeting it was agreed by council that Lydney Recreation Trust and Bathurst Park and Recreation Trust would be asked for a donation towards the cost of a new vehicle but this had not yet been done. Clerk confirmed that this would be bought to the next Trust meetings once a new vehicle had been purchased and the amounts were known.

7. COMMITTEE BUSINESS REFERRED TO THE COUNCIL AND REPORTS FROM THE CHAIRS OF COMMITTEES, SUB COMMITTEES AND WORKING PARTIES AND FROM LEAD COUNCILLORS

- Cllr S Holmes commented about the available Climate Change Grants and if consideration could be given for installation of solar panels and the Workshop and or Pavilion within Bathurst Park. Clerk to check deadline of applications as this consideration will need to be made at a Trust meeting.

- Chair of Planning & Highways advised council of a recent meeting held with GCC Highways meeting held on 7th October, the regular meetings are productive and positive. In summary:
- Identified works are being progressed. Propriety drainage works are scheduled on Primrose Hill.
- Works on clearing a gully behind Lakeside has been complete
- The return route for the Remembrance Parade has been submitted to Highways Manager who has confirmed that the Lengthsman will fill in any holes to reduce trip hazards for parade participants.
- Chair of Regeneration confirmed that all the latest NDP paperwork had been submitted to Place Studio who are proceeding to Regulation 16. It is hoped the final NDP will be presented to council in November.
- Cllr R Holmes confirmed that GAPTC has held various workshops on Devolution and it was important for Councillors to consider the impact on the Town Council. It is noted that Gloucestershire County Council have to submit their recommendations in November to Government.

8. **CORRESPONDENCE TO NOTE**

- (a) Resident Response to Flooding query received & sent
Noted
- (b) Lydney Air Quality Management Area Correspondence received & sent
Noted
A request for Clerk to respond on behalf of the council requesting the location of the remaining areas that will continue to be monitored for air quality.
Cllr Harris commented that she would correspond to District Cllr McDermid to support in this matter.
- (c) Freedom of information Request received and sent
Noted

9. **STRATEGIC PLAN 2023-2030**

To review and update the Strategic Plan for 2023-2030

See Strategic plan comments made on sections: 8,14 & 15. No colour changes.

Reviewed and updates noted

10. **BIODIVERSITY DUTY POLICY**

To review and update the Biodiversity Duty Policy

No Changes

Noted

Cllr S Holmes noted that one of the Council's aims and objectives is to use environmentally friendly products and requested an update from the Head Gardener on the plans currently in place to support this.

Clerk reminded councillors to notify the office on any updates or work undertaken on this policy.

11. **BUDGET CONSULTATION 2026/2027**

To review and decide on the budget consultation feedback received between Wednesday 16 July and Friday 12 September 2025

The feedback from the budget consultation was noted and its findings to be taken into consideration when setting the 2026/2027 budget.

Resolved: Unanimously Approved

12. **STAFF HEALTH & SAFETY HANDBOOK SEPTEMBER 2025**

To review and approve Staff Health & Safety Handbook September 2025

Following review and lengthy discussion, it was proposed and seconded to defer this agenda item to the next Personnel Committee meeting for full review and scrutiny.

Resolved: Majority Approved

13. **UPGRADE TOWN CCTV**

To receive a quote and decide on updating the Town's CCTV cameras, with associated costs being taken from the Rural England Prosperity Funding (REPF) grant allocation and from EMR 339 (CCTV).

Chair proposed to accept the quote from RedHand to upgrade the CCTV cameras within town with costs being taken from the Rural England Prosperity Funding (REPF) grant allocation of £5642 and the remaining balance be taken from EMR 339 (CCTV).

Resolved: Unanimously Approved

It was agreed that quotes would be obtained for the installation of additional CCTV cameras, in consultation with the local Police regarding prospective locations. Areas for consideration include Hams Road, Highfield Road, Bream Road, and the Town Hall.

14. **LYDNEY HEALTH CENTRE – WORKING PARTY**

To consider and decide on the commissioning of independent valuations of the Council Chambers to establish both the sale value and potential rental income value of the property.

Chair proposed to approve commissioning independent valuations of the Council Chambers to establish sale value and potential rental income.

Resolved: Unanimously Approved

15. **DATE AND VENUE OF NEXT MEETING**

Full Council – Monday 10th November 2025, 7pm, in the Council Chamber, Claremont House, High Street. Lydney

Meeting closed at 8.30pm